School Counselor Coordinator Job Description for Mecklenburg Area Catholic Schools and Charlotte Diocese

**Duties:**

**The duties of the School Counseling Coordinator (SCC) shall include but not be limited to:**

1. **Planning, organizing, and scheduling quarterly counselor meetings within the MACS system and Charlotte Diocese.**
2. **Communication to all school counselors of the school system (MACS and Charlotte Diocese) regarding pertinent professional development opportunities in the area (i.e., Presbyterian Hospital, UNCC, ASCA Conference, NCSCA Conference, etc.) and other mental health agencies and/or institutions sponsoring professional seminars and workshops.**
3. **Maintain an updated contact list of school counselors within MACS and Charlotte Diocese to improve overall communication.**
4. **Survey school counselors periodically to seek out professional concerns and needs for topic discussions during quarterly meetings.**
5. **Invite the Superintendent and Associate Superintendent to quarterly meetings in order to seek input and to foster a collaborative working relationship.**
6. **Facilitate quarterly meetings and provide an agenda for each meeting.**
7. **Seek input for a meeting agenda from all school counselors prior to each quarterly meeting.**
8. **Provide a copy of the minutes of each quarterly meeting (designate an individual to record minutes of meeting) to the Superintendent and Assistant Superintendent as well as to all school counselors and administrators of the school system.**
9. **Coordinate the establishment of small group committees to oversee the implementation of Essential Standards and the American School Counseling Association (ASCA) National Model as decided and agreed upon in quarterly meetings.**
10. **Provide ongoing information to school counselors regarding state legislation, laws, and developments within ASCA National Model.**
11. **Arrange for teleconferencing experiences in addition to quarterly meetings for professional development.**
12. **Establish and oversee the maintenance of a WIKI page for all counselors to access for resource information.**